



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
1

1. Application Date November 13, 1972	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. 53		Date Received DEC 8 1972	Application No. 446
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Agriculture Animal Industry - Meat Inspection Division 19 Hunter Street, S.W. Atlanta, Georgia 30334		4. Person to Contact Dr. H.G. Woodard	
		5. Working Title Ass't State Veterinarian	6. Tel. No. 656-3673

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1969 to Date	9. Exact Series Title Ante and Postmortem Slaughter Reports Files
---	---

10. What is the function of the office in which this record series is created?

The Section administers the Rules and Regulations pertaining to Meat Inspection under the Georgia Meat Inspection Act (H.B. No 524, Act No 717, 1969 Legislative Session). It receives applications for license as a Meat Broker, Renderer, Slaughter^{er} for Home Use, and/or abattoir; evaluates the applications, and issues license if qualified, inspects licensed facilities; recommends the revocation of license for causes; holds annual review of facilities licensed; and administers the State-Federal Agreements pertaining to wholesomeness of meats, accounts for expenditure of State-Federal Funds; approves labeling of Meat Food Products; and approves structure designs for licensed facilities.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the antemortem and postmortem inspection of all animals slaughtered under regulations governing abattoirs and meat processing plants.

Includes AG Form 90-045-085 (Antemortem and Postmortem Inspection Report). The form identifies the establishment and statistical data as to the number of animals, and carcasses, by genus, inspected and passed. Also gives condemnation and disposition data.

The file is arranged alphabetically by plant.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records		
Letter-size File Drawers	15	22.5		4	6		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
				3	12		
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Years'
				1	1		

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? [X] []
14. Is there a duplication of this series in another office or agency? [] [X]
15. Is the information contained in this series ever summarized or published?
Attach copy of summary or publication. [X] [] Monthly Summary
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [X] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. **REQUIREMENTS.** The following requires the files to be kept 2 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

25. **AGENCY RECOMMENDATIONS.** This agency recommends that the file series be cut off at the end of each ☒ CALENDAR YEAR ☐ FISCAL YEAR ☐ OTHER _____, then:

- ☒ Hold in the current files area _____ month(s)/ 2 year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☒ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☐ Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Ellis D. Sikes</i>	11-13-72		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Ellis D. Sikes</i>	11-13-72
	State Auditor/Designee <input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>William M. Neiman</i>	12-11-72
	Secretary of State/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Carroll Had</i>	12-8-72
	Attorney General/Designee <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	<i>Robert H. Hall</i>	12-12-72

STATE RECORDS
COMMITTEE